

POSITION DESCRIPTION

POSITION: Project Manager, IMLS Grant

LOCATION: Arvid E. Miller Memorial Library-Museum

SALARY: 1080 hours at 15.43/hr. Ends 8/14/2015

POSTING DATE: February 2,, 2015

CLOSING DATE: February 13, 2015

PAY GRADE: None

Supervised by/Reports to: Library-Museum Manager

GENERAL RESPONSIBILITIES: The Project Manager (Pm) is responsible for managing and coordinating the grant project "Photographic History Project" funded by the Institute of Museum and Library Services (IMLS). The outcome of the grant will be a book of photographs and short stories of ancestral and family photos that include tribal family history. This position will research and procure all resources and supplies needed for the successful completion of the grant objectives, set up and participate in workshops for grant participants, work with consultants, and be responsible to monitor grant budget as well as meet all reporting requirements of grant.

DUTIES:

1. Critical Thinking to problem solve, organize, and facilitate the goals, objectives, and outcomes as identified in the grant project " Photographic History Project" while meeting deadlines to successfully complete the grant, this this will include but not limited to;
 - a. Researching and procuring all resources and supplies needed for grant completion.
 - b. Setting up workshops which will include providing appropriate notices in a timely manner to the tribal community to recruit workshop participation.
 - c. Facilitate workshops as outlined in the grant narrative.
 - d. Work with identified consultants to complete grant objectives.
 - e. Network with the internal resources such as, Library-Museum staff and Tribal Historical Committee for input in the project along with external resources to enhance the administration and delivery of the grant projects.
 - f. Work with appropriate computer software to accomplish grant objectives such as; Microsoft Word, Excel and Power Point along with Publisher, and Photo shop.
 - g. Prepare reports and correspondence required by the funding source.
 - h. Monitor and control project budget, ensuring that expenses are allowable under the grant.
 - i. Travel is required as needed for purposes of gathering of photographs and/or historic documents.
2. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
3. Must maintain an acceptable departmental attendance record.
4. Must be reliable and prompt when reporting to work.
5. Required to attend job related in-service, meetings, and training to maintain professional and technical knowledge.
6. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.

7. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIRMENTS/WORK ENVIRONMENT:

Special Requirements

1. Available for evening and /or weekend hours when necessary.
2. Extended hours and irregular shifts may be required especially in situations that cannot be avoided. Examples are, but not limited to; meetings or special events.

Work Environment

Work maybe stressful at times. Must be able to positively respond to stressful and chaotic situations.

Qualifications:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Minimum of high school diploma/GED and Bachelor's Degree is preferred.
2. Must possess at least one year experience in managing a program or project that included reports and budgets.
3. Three to five years successful experience in program management may serve as substitute for number 1 and 2 above.
4. Must have experience in publication.
5. Ability to plan and organize project goals and responsibilities required.
6. Successful experience with organizing public discussion.
7. Excellent communication skills are required. Must be able to communicate effectively both orally and in writing in diverse and challenging situations.
8. Knowledge or familiar with the history and culture of Indigenous communities.
9. Must have excellent organizational skills.
10. Must be computer literate.
11. Ability and experience in establishing and maintaining a good working relationship with individuals of varying ages, social, and cultural backgrounds.
12. Ability to exercise independent judgment and work independently.
13. Must be eligible for coverage under the employer's liability insurance

14. Must abide by departmental and organizational safety, testing, and uniform guidelines.
15. Must be able to meet physical requirements of position
16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
18. Must have a valid driver's license. Reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
19. Must have demonstrated ability to maintain satisfactory working record in any prior or current.

ITEMS TO BE SUBMITTED:

1. Submit proof of applicable diploma, license, degree or certification.

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER,
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.